

If you have less than 200 items you will be given a drop-down box.

Select the individual item(s) to be included in the MMD Report.

To select more than one item:

- 1) Click and drag to select consecutive items.
- 2) Click on the first item, hold down the SHIFT key, and click on the last item in a series to select consecutive items.
- 3) Click on the first item, hold down the CTRL key and click on each remaining item to select random items.

Click "Submit"

NOTE: If you have more than 200 items you will not be given a drop-down box to choose from. You will need to choose a Sort or Filter criteria and enter the necessary information for your selection. Click "**Refresh List**". Choose the repair item of your choice and click "**Submit**". You will be taken to the next screen.



To print, place your cursor within the report, and click the right mouse button, then click "**Print**". When the print dialogue box is displayed, click "**OK**". If multiple RCDNs were chosen, choosing one copy will print one copy of each RDCN chosen.

To view the reports, click within the report to make it active.

Use the scroll bars to move up and down on the same page.

If more than one item was chosen, hit the page up/page down keys on the keyboard to move between the MMDs for each RCDN.

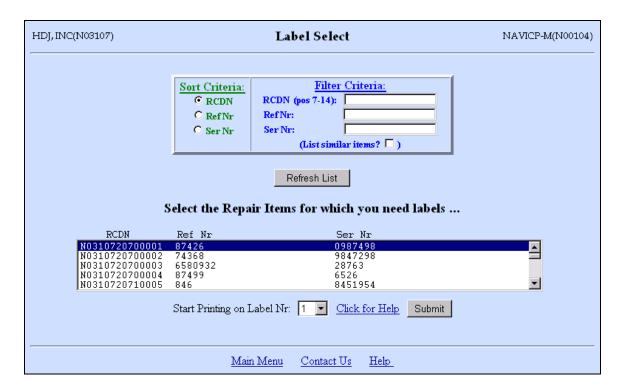
Click "Main Menu" to return to the Main Menu.

HDJ,INC(N03107)		MAIN MEN	ľU	NAVICP-M(N00104)
	Repair Status Receive Induct (M) Await Parts (G) Reinduct (M) Complete (A) Ship Bulk Shipment Proof of Shipment BER / MEL Borrow/Payback Survey / Scrap (H) Reverse	Repair Reports DD1348 MMD Report Inventory Labels Repair Item-Action Repair History Condition Counts Awaiting Parts Proof of Shipment RTAT Reports		Utilities Download Report Plugin Item Maintenance Report of Discrepancy Maintain Carriers Set Default for Pick Lists DAASC DODAAC Lookup AEPS
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To Print Inventory Labels

Load Avery 5164 Laser Labels into printer.

From the Main Menu, Repair Reports column, click "Inventory Labels".



If you have less than 200 items you will be given a drop-down box.

Select the individual item(s) to be included in the Inventory Labels.

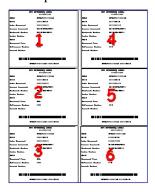
To select more than one item:

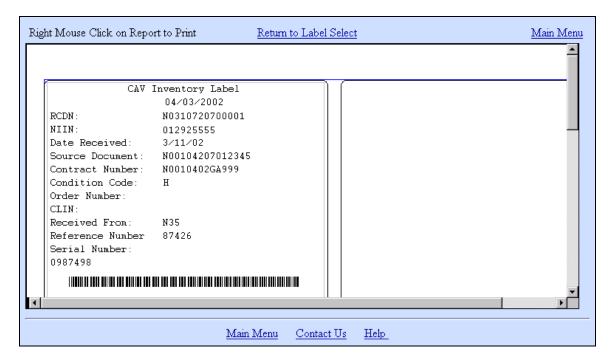
- 1) Click and drag to select consecutive items.
- 2) Click on the first item, hold down the SHIFT key, and click on the last item in a series to select consecutive items.
- 3) Click on the first item, hold down the CTRL key and click on each remaining item to select random items.

Click "Submit"

NOTE: If you have more than 200 items you will not be given a drop-down box to choose from. You will need to choose a Sort or Filter criteria and enter the necessary information for your selection. Click "**Refresh List**". Choose the repair item of your choice and click "**Submit**". You will be taken to the next screen.

Start Printing on Label Nr: You have the option to choose which label position you wish to start printing on. Select the number of the position from the drop-down box and click "Submit".





Six labels can be printed on one page.

To view the labels, click within the report to make it active.

Use the vertical scroll bar to move up and down on the same page.

Use the horizontal scroll bar to move left and right on the same page.

If more than six RCDNs were chosen, hit the page up/page down keys on the keyboard to move between pages.

To print the labels, place your mouse cursor within the label page, click the right mouse button, click "**Print**". Click "**OK**" to print or "**Cancel**" to cancel the print.

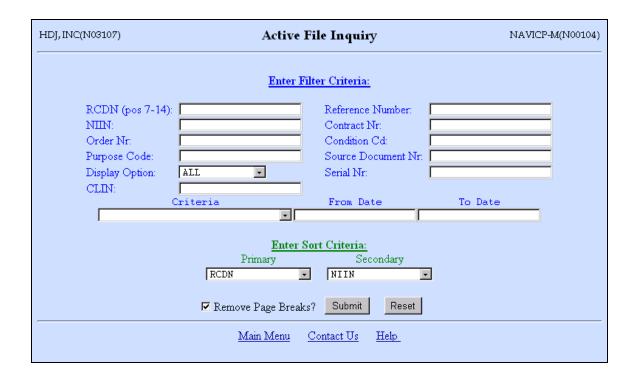
Click "Main Menu" to return to the main menu.

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	Repair Status Receive Induct (M) Await Parts (G) Reinduct (M) Complete (A) Ship Bulk Shipment Proof of Shipment BER / MEL Borrow/Payback Survey / Scrap (H) Reverse	Repair Reports DD1348 MMD Report Inventory Labels Repair Item-Action Repair History Condition Counts Awaiting Parts Proof of Shipment RTAT Reports		Utilities Download Report Plugin Item Maintenance Report of Discrepancy Maintain Carriers Set Default for Pick Lists DAASC DODAAC Lookup AEPS
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To Execute Repair Item-Action Report

From the Main Menu, Repair Reports column, click "Repair Item-Action".

This file contains all the active repair items in the database and all items that have been shipped within the last six months.



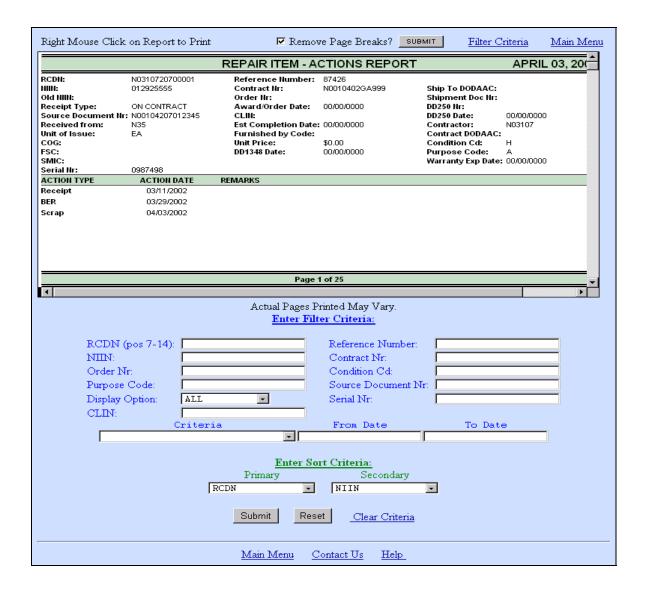
You can enter as many or as few filter criteria that you need to generate a report for your specific needs. Only the records that match **all** entered criteria will be returned in the report. To see all data in file, leave all fields blank and click "**Submit**".

By default, the report is sorted primarily by RCDN, and secondly by NIIN. To change the sort criteria, click the down arrow and select a criteria for each primary and secondary.

If you intend to print the report and want more than one RCDN per page, click on the "Remove Page Breaks?" box and click "Submit".

If the data entered is correct, click "**Submit**" to submit the inquiry request, or click "**Reset**" to clear the data you entered.

Click "Main Menu" to return to the Main Menu.



This report is organized with the repair item data at the top and the list of repair actions below. Each RCDN is displayed on its own page. After clicking within the report to make it active, use the vertical scroll bar or the page up/page down keys on the keyboard to move to the next/previous pages.

If you clicked on "Remove Page Breaks?" on the previous screen, it will be carried forward and if you issue a print command, more than one RCDN will print per page.

If the "Remove Page Breaks?" box is blank and you want to print more than one RCDN per page, click on the box **and** click the **"Submit"** button beside the "Remove Page Break?" box, then issue your print command.

To print the report, place your cursor within the report, click the right mouse button, click "**Print**". Click "**OK**" to print or "**Cancel**" to cancel the print.

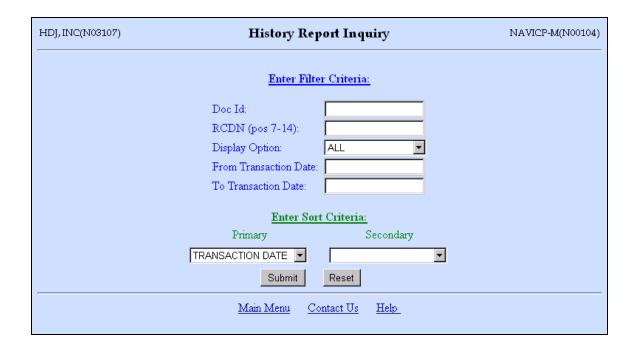
To request a report with different filter criteria, click on "Filter Criteria" or use the far right vertical scroll bar. The data displayed in the fields will be from the previous request and apply to the current report. These fields can be changed to request different filter criteria.

Click on "Submit" to generate a new report. Click on "Reset" to set the filter/sort criteria back to the original request. Click on "Clear Criteria" to set all filter/sort criteria to the defaults.

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To Execute Repair History Report

From the Main Menu, Repair Reports column, click "**Repair History**". This file contains individual records in the format for processing at NAVICP-M.

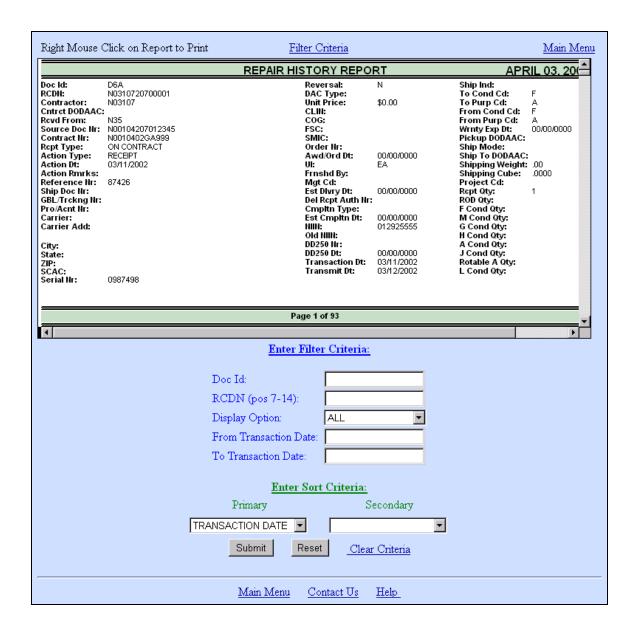


You can enter as many or as few filter criteria that you need to generate a report for your specific needs. Only the records that match **all** entered criteria will be returned in the report. To see all data in file, leave all fields blank and click "**Submit**".

By default, the report is sorted primarily by Transaction Date. To change the sort criteria, click the down arrow and select criteria for each primary and secondary.

If the data entered is correct, click "Submit" to submit the report, or click "Reset" to clear the data you entered.

Click "Main Menu" to return to the Main Menu.



Click within the report to make it active. Use the vertical scroll bar or the page up/page down keys on the keyboard to move forward/back between pages/records.

To print the report, place your cursor within the report page, click the right mouse button, click "**Print**". Click "**OK**" to print or "**Cancel**" to cancel the print.

To request a report with different filter criteria, click on "Filter Criteria" or use the far right vertical scroll bar. The data displayed in the fields will be from the previous request and apply to the current report. These fields can be changed to request different filter criteria.

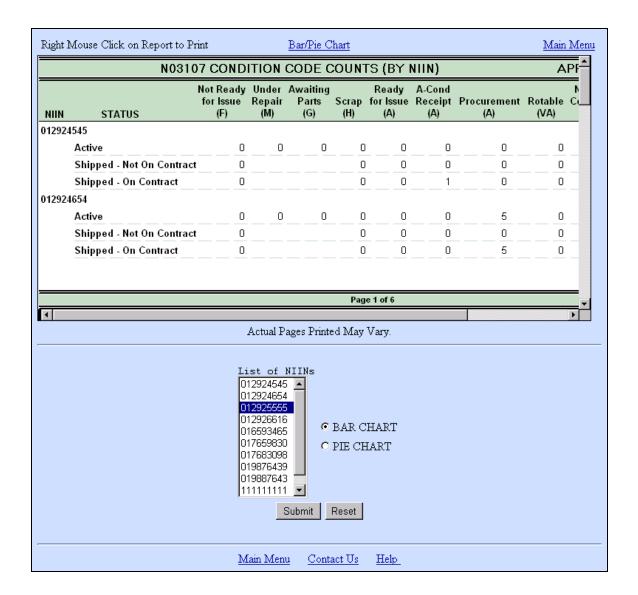
Click on "Submit" to generate a new report. Click on "Reset" to set the filter/sort criteria back to the original request. Click on "Clear Criteria" to set all filter/sort criteria to the defaults.

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For Contractor Condition Counts

From the Main Menu, Repair Reports column, click "Condition Counts".

This report displays a list of NIINs currently in the Repair Item-Action file. For each NIIN, the report shows the quantity in each condition code, for both active items and items shipped within the last six months. NIIN totals and report totals are also displayed.



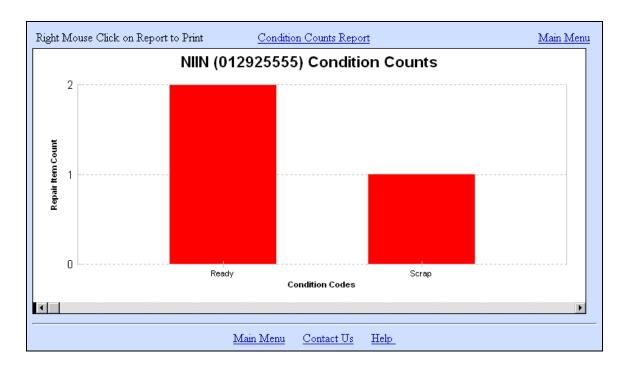
Click within the report to make it active. Use the vertical and horizontal scroll bars to scan the data.

To print the report, place your cursor within the report, click your right mouse button, then click "Print". Click "OK" to print or "Cancel" to cancel the print.

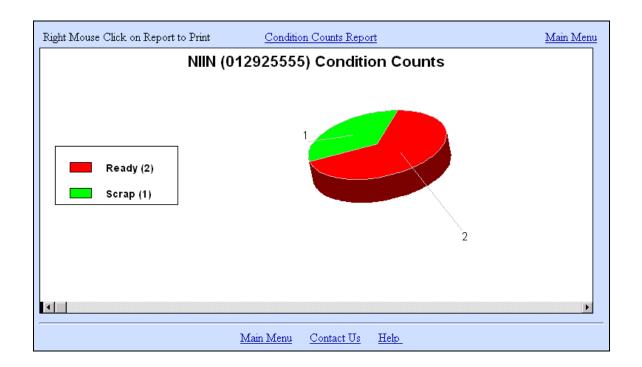
This report allows you to display/print Bar or Pie charts for individual NIIN counts. Use the far right vertical scroll bar to move below the Condition Count Report and display the chart selections.

Select the NIIN and type of chart you want and click "Submit".

Examples of the charts are on the following page. To print the charts, place your cursor within the chart, click your right mouse button, then click "Print". Click "OK" to print or "Cancel" to cancel the print.



BAR CHART

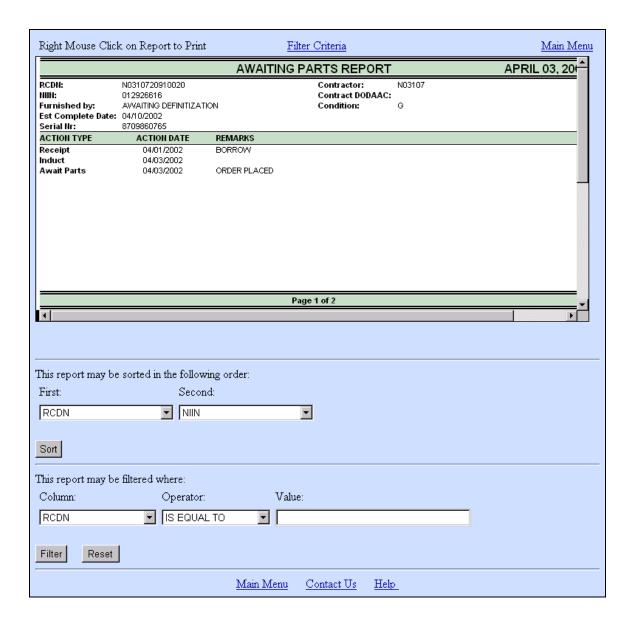


PIE CHART

HDJ, INC(N03107)	MAIN MENU	NAVICP-M(N00104)
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To Execute Awaiting Parts Reports

From the Main Menu, Repair Reports column, click "Awaiting Parts". This report displays all repair items that are currently awaiting parts.



The report is organized with the repair item data at the top, and the list of repair actions below.

Click within the report to make it active. Use the vertical scroll bar or the page up/page down keys on the keyboard to move to the next/previous page.

To print the report, place your cursor within the report, click your right mouse button, then click "**Print**". Click "**OK**" to print or "**Cancel**" to cancel the print.

To access Sort and Filter options, use the far right vertical scroll bar to move below the report.

Click the down arrow and select the primary sort order.

Click the next down arrow and select the secondary sort order.

Click "Sort".

The report will redisplay in the order you have selected.

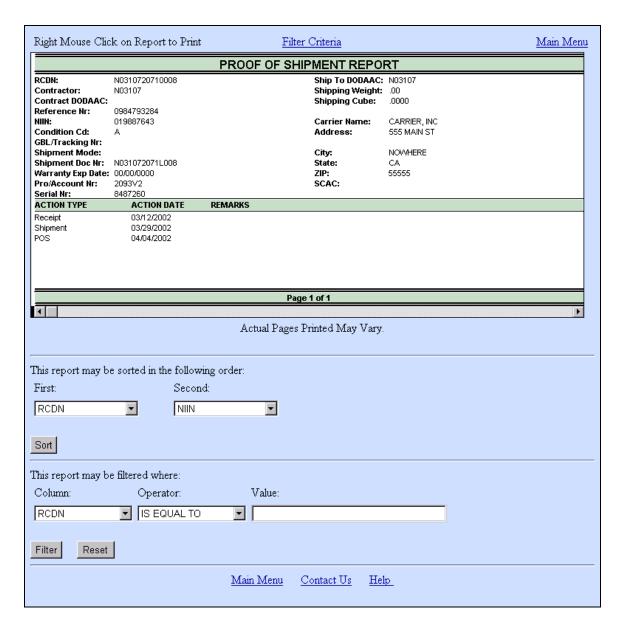
To return to the Main Menu, click "Main Menu"

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To Execute Proof of Shipment Report

From the Main Menu, Repair Reports column, click "Proof of Shipment".

This report displays all repair items which have a Proof of Shipment action reported for the item.



The report is organized with the repair item data at the top, and the Shipment/POS repair actions below.

Click within the report to make it active. Use the vertical scroll bar or the page up/page down keys on the keyboard to move forward/back between pages/records.

To print the report, place your cursor within the report, click your right mouse button, then click "**Print**". Click "**OK**" to print or "**Cancel**" to cancel the print.

Click on the far right vertical scroll bar to display sort and filter options.

To change the First and Second sort criteria, click on the down arrow and select a field.

Click "Sort".

The report will redisplay in the order you have selected.

To only view specific records, enter filter criteria by choosing the field, the operator, and typing in the value for the records you want to see and then click "Filter". A new report will be displayed containing only those records that match the filter criteria entered.

To change sort and filter options back to the defaults, click "Reset".

To return to the Main Menu, click "Main Menu".

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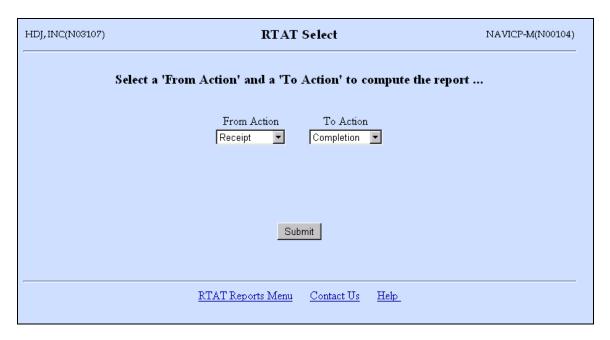
To Execute RTAT Reports

From the Main Menu, Repair Reports column, click "RTAT Reports". This file contains all of the RTAT computations for the last six months.

HDJ, INC(N03107)	RTAT REPORTS MENU (Repair Turnaround Time)	NAVICP-M(N00104)
	RTAT Report RTAT Counts By Status	
	Main Menu Contact Us Help	

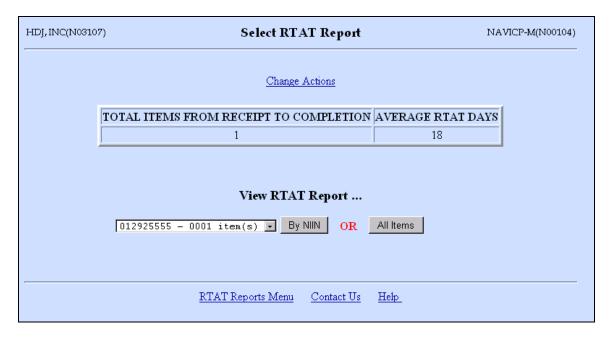
The "RTAT Reports Menu" gives you three options:

- 1) Go to **RTAT Report**
- 2) Go to RTAT Counts by Status
- 3) Return to the Main Menu



If you chose "RTAT Report", you are given several options for RTAT computations. Choose a "From Action" and a "To Action" and click "Submit".

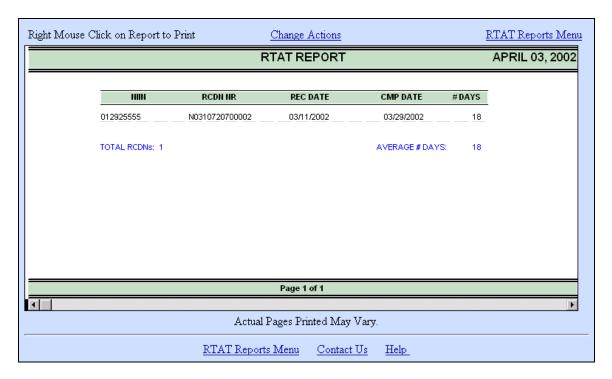
If you want to return to the RTAT Reports Menu without processing the RTAT Report, click "RTAT Reports Menu".



The "Select RTAT Report" Screen will appear. It gives you the number of items that fit your selection.

You have the option to:

- 1) View RTAT Report by NIIN
- 2) View RTAT Report by All Items
- 3) Return to RTAT Reports Menu



The "RTAT Report" will display the information you chose.

To print the report, place your cursor within the report, click the right mouse button, click

"Print". Click "OK" to print or "Cancel" to cancel the print.

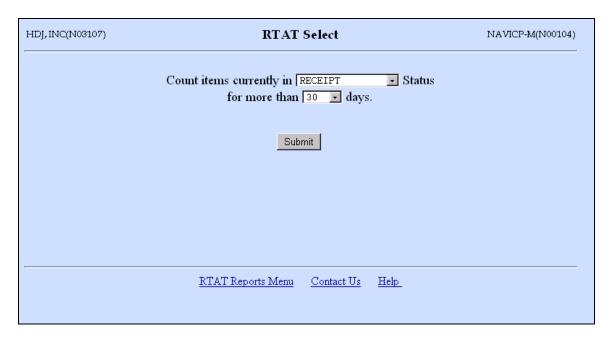
You have the option to:

- 1) Change Actions
- 2) Return to the RTAT Reports Menu
- 3) Return to the Main Menu

HDJ, INC(N03107)	RTAT REPORTS MENU (Repair Turnaround Time)	NAVICP-M(N00104)
	RTAT Report RTAT Counts By Status	
	Main Menu Contact Us Help	

The "RTAT Reports Menu" gives you three options:

- 1) Go to **RTAT Report**
- 2) Go to RTAT Counts by Status
- 3) Return to the Main Menu

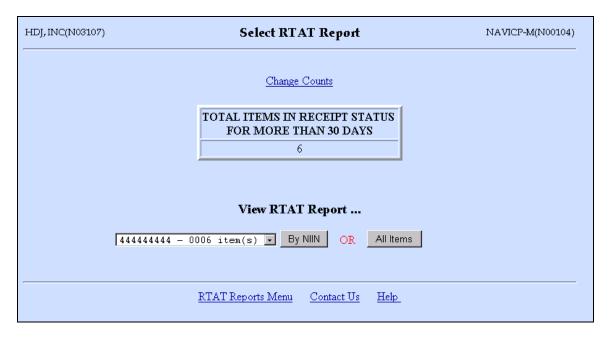


If you chose "RTAT Counts by Status" you are given several different options for RTAT computations.

Choose a Status and number of days from the drop-down boxes that fit your RTAT criteria.

Click "Submit".

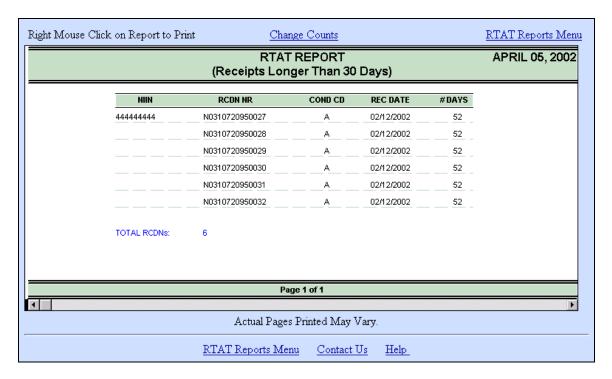
If you want to return to the RTAT Reports Menu without processing the RTAT Report, click "RTAT Reports Menu".



The "Select RTAT Report" Screen will appear. It gives you the number of items that fit your selection.

You have the option to:

- 1) View RTAT Report by NIIN
- 2) View RTAT Report by All Items
- 3) Return to **RTAT Reports Menu**
- 4) Change Counts



The "RTAT Report" will display the information you chose.

To print the report, place your cursor within the report, click the right mouse button, click

"Print". Click "OK" to print or "Cancel" to cancel the print.

You have the option to:

- 1) Change Counts
- 2) Return to the RTAT Reports Menu
- 3) Return to the Main Menu